

Alabama Board of Nursing

RESPONSIBILITY TITLE BOARD MEMBER POSITION _____
DEPARTMENT ADMINISTRATION DATE WRITTEN October 2015

I. RESPONSIBILITY SUMMARY

The Board focuses on nursing regulation. The Board itself is accountable to the public, the Governor, the legislature, nursing education programs, and the licensees it regulates. With a focus on accountability, each Board member assumes accountability for functioning in the Board member role.

II. POSITION RELATIONS

- A. Supervised By: Governor of Alabama
- B. Supervises: Executive Officer
- C. Line of Promotion: Not Applicable

III. MINIMUM QUALIFICATIONS REQUIRED

- A. Education: Individualized based on the Board vacancy
- B. Experience: Have a minimum of five years' successful nursing experience in an administrative, teaching, clinical capacity, or advanced practice and must be actively engaged in nursing immediately preceding and during appointment.

Other required experience:

Education Positions: Nursing Educators who teach in a university or college.

Advanced Practice: Advanced Practice designation (CRNA, CRNP, etc.)

Consumer: The consumer member of the board shall have, presently or formerly, no direct financial interest in any health care facility, profession, agency, or insurer, or be or have been a health care worker.

- C. Licenses, Certifications and/or Registrations/Citizenship: Current licensure as a Registered nurse or Licensed Practical Nurse in the State of Alabama and graduate of a

state approved educational program for the preparation of practitioners of professional nursing. Consumer exempted from this requirement.

Each person appointed to the Board shall be a citizen of the United States and a resident of the State of Alabama.

- D. Equipment/Tools/Work Aids: PC with Microsoft Office, iPad, Flash drives, laptop computers; telephone, internet, and email.
- E. Specialized Skills: Effective verbal and written communication skills. Ability to form effective working relationships with employees, management and the public.
- F. Physical Requirements: Not Applicable

IV. ENVIRONMENT CONDITIONS

Work area is climate controlled. Work involves a variety of changing activities in a demanding and stressful environment. Work is generally of a sedentary nature but requires careful preparation and attention to detail.

V. DUTIES AND RESPONSIBILITIES

Authorized Powers and Regulatory Duties (Alabama Nurse Practice Act Article 1. - General Provisions):

- (1) Adopt and, from time to time, revise such rules and regulations, not inconsistent with law, as may be necessary to carry out this chapter.
- (2) Prescribe standards and approve curricula for nursing educational programs preparing persons for licensure under this chapter.
- (3) Provide for surveys and evaluations of such programs at such times as it may deem necessary.
- (4) Approve such nursing educational programs as meet the requirements of this chapter and the board. Nothing in this chapter shall be construed to diminish the power of the State Board of Education or other constitutionally or legislatively established state agencies to govern the schools under their respective jurisdictions.
- (5) Deny or withdraw approval from educational programs for failure to meet prescribed standards. Withdrawal of approval shall be affected only after a hearing in accordance with board rules and regulations.
- (6) Examine, license, and renew the licenses of duly qualified applicants and require employers to submit listings of personnel covered by this chapter to the board upon request.

- (7) Conduct investigations, hearings, and proceedings concerning alleged violations of this section or of the rules and regulations of the board.
- (8) Have the power to issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at hearings.
- (9) Cause the prosecution of all persons violating this chapter and incur such necessary expenses.
- (10) Keep a public record of all of its proceedings.
- (11) Keep a register of all licensees.
- (12) Make an annual report to the Governor.
- (13) Appoint and employ a qualified person, not subject to the state Merit System, who shall not be a member of the board, to serve as executive officer.
- (14) Define the duties and fix the compensation for the executive officer.
- (15) Employ such other persons as may be necessary to carry on the work of the board and provide for appropriate bonding of employees. Regular employees of the board shall be employed subject to the state Merit System in effect on January 1, 1966, or at the time of employment.
- (16) Employ consultants, specialists, counsel, or other specially qualified persons under contract or on a part-time basis to assist it in administering this chapter and without regard to the state Merit System in effect on or after January 1, 1966, and pay for the services of such persons.
- (17) Accept gifts and grants upon terms and conditions imposed by it through official resolutions.
- (18) Perform such other duties, not inconsistent with law, as required by this chapter to foster and improve nursing and the regulation thereof and the public health of this state.
- (19) Expend funds of the board in exercising its powers and duties and in administering this chapter.
- (20) Determine and collect reasonable fees.
- (21) Adopt standards for registered and practical nursing practice and for continued competency of licensees.
- (22) Join organizations that develop and regulate the national nursing licensure examinations and promote the improvement of the legal standards of the practice of nursing for the protection of the public health, safety, and welfare.

(23) The board shall appoint advisory councils as the board shall, from time to time, deem advisable to represent health disciplines and consumers.

(24) The board, as often as deemed necessary, shall survey all nursing educational programs in the state.

Role and Responsibilities (High Level):

1. Accept responsibility and accountability for majority decisions of the Board and support those decisions to peers and the public, regardless of personal opinion.

2. Disqualify self from voting or discussion on any question if issues have personal, private, or professional conflict of interest. The Board member is expected to act in good faith and in the public interest.

3. Maintain strict confidentiality relative to the hearing and/or investigative process, discipline, the licensure examination, specific and identified aspects of the licensure and renewal processes, negotiations with other agencies, and any other related activity.

4. Arrive on time and participate in scheduled meetings of the Board. In the event of missed attendance, Board members assume responsibility to acquire information resulting from the missed meeting and for upholding decisions made of the Board. If a Board member will be absent from a meeting, notify the Executive Officer.

5. Strive to make fair and objective decisions based on public health, safety and welfare, using current information and standards.

Board Member Signature

Date

Board Member Name (Please Print)

Last Revision: October 2015